



## JOIN OUR TEAM AND MAKE A DIFFERENCE!

*“Action Inc is a non-profit organization dedicated to developing pathways out of poverty in Southwest Montana through innovative, community-based, collaborative approaches.”*

### COMPETITIVE COMPENSATION AND BENEFITS!

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#### **Weatherization Services Manager**

**Employment/FLSA Status: Full-Time /Exempt**

**Wage: DOE; Open until filled!**

#### **Position Description**

We are seeking an energetic person to join our team and perform the duties of Weatherization Services Manager. Through a respectful, constructive, and energetic style guided by the mission of the organization, the position plays an integral role in ensuring low-income citizens have safe, warm housing by providing high quality weatherization services. The Manager is responsible for general management of the Weatherization Services Department, ensuring the program operates in compliance with federal requirements, that contract obligations are met and work is completed efficiently and in accordance with budgets. The Manager is responsible for leadership and personnel management within the department and works collaboratively across departments to integrate agency services. The position works collaboratively with funding agencies on program monitoring and data collection systems. The position is responsible for management of the related for-profit weatherization company, Home Energy Solutions, Inc.

#### **Duties and Responsibilities**

##### **Program Management, Planning and Implementation**

Establishes procedures and builds systems to support completion of multiple contracts following all relevant federal and state rules and regulations. Develops sound budgets and works with the Fiscal Department to track and maintain budget integrity. Uses data analysis to continually improve systems, efficiencies, and outcomes. Coordinates with the Action Inc. Management Team to ensure the department's alignment with Action Inc.'s mission. Aligns training and education of department staff with essential functions and plans for training to ensure a well-prepared work force. Properly procures services, equipment and materials for the department and oversees properly maintained inventory. Integrates management of the for-profit company with operations of the non-profit program.

##### **Compliance**

Ensures all work completed within the department is done in compliance with federal, state, local and agency policies and ensures maintenance of proper documentation. Oversees maintenance of a perpetual inventory system. Ensures all required reporting is completed accurately and on-time. Prepares for annual monitoring visits and audits; works with auditors and monitors during site visits to provide documents as required. Provides complete and accurate reports to the Action Inc. Management Team as required.

##### **Personnel Management**

Provides overall leadership to department personnel, models core values and effectively articulates expectations. Plans and directs the work of Department employees. Assesses staffing needs and performance and coordinates with the Chief of Operations and the Human Resources Manager in hiring and management of personnel within the Department. Fairly and consistently implements agency Personnel Policies and Procedures and provides department personnel with training on agency policies.

#### **Qualifications**

The knowledge and abilities are best acquired through at least a bachelor's degree in Business or Public Administration and five year's supervisory and management experience, particularly in the public sector. Knowledge of energy conservation measures and energy saving techniques including air sealing, duct sealing, furnace tune-ups, etc. is preferred. Other combinations of education and experience which could provide relevant knowledge, skills and abilities will be evaluated on an individual basis.

Knowledge of management approaches that are effective in building a high-performing workforce and ability to implement those approaches are required. Must have ability to provide leadership in the department and the statewide weatherization field. Must have ability to communicate clearly and effectively both orally and in writing to a broad range of audiences. Must have ability to understand and interpret federal contracts and rules and implement them in the work context. Must have knowledge and ability to design and manage budgets. Must possess ability to work with spreadsheets, databases, and word processing.

Must be bondable and insurable. Must possess a valid Driver's License and carry valid motor vehicle insurance. Must have access to a reliable motor vehicle.

**Action Inc. offers a competitive benefit package, which in addition to compensation, includes: paid vacation, sick and personal leave; paid holidays; medical, vision, dental, life insurance and retirement benefits through the Montana Public Employees Retirement System (PERS).**

#### **How to Apply**

Apply on our website at <http://butteassistanceprograms.org/careers/>. You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to the Butte Job Service, or Action Inc. You may also email application materials to [jpaul@hrc12.org](mailto:jpaul@hrc12.org).

*Action Inc. is an Equal Opportunity Employer  
Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*